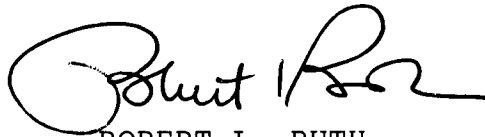


20 August 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Smoking Policy

1. Reference memorandum, AMCPE-0, 25 July 1994, SAB.
2. This revised policy replaces above referenced memorandum.
3. Smoking is not permitted in HQ AMC-controlled space. Smoking is permitted outside the building at least 30 feet away from the lobby and G2 entrances. Smoking is not allowed on the loading docks or near the trash dumpsters.
4. Ashtrays have been placed at appropriate locations. Smokers should use the ashtrays provided. Disposal of cigarette butts, matches, and other smoking-related debris on the grass, sidewalks, parking lots, or in unauthorized containers is prohibited. Groups of smokers are also asked to be considerate of other employees and visitors by leaving room on the sidewalks for them to pass.
5. Supervisors are responsible for making sure their employees comply with this policy. Employees are reminded that non-compliance with this policy may lead to disciplinary action being taken.
6. If you have any questions, please contact Mr. Brian Deely, Chief, Civilian Personnel Advisory Center, 617-8843.



ROBERT L. RUTH  
Major General, USA  
Chief of Staff

DISTRIBUTION:

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